

### ***Appendix G – Description of State Contract Drafting and Signature Process***

<b>Activity</b>	<b>Time</b>	<b>Comment</b>
Grant Agreement Template Requested (ideally, when grant application submitted to feds)		
Grant Agreement Template Drafted:	10 days	Could be more or less depending on the priority of the other projects that are needed from legal.
Grant Agreement Template Review by Grants (and others if needed):	2 days	
Finalize Grant Agreement Template:	2 days	
Submit for AG Approval:	10 calendar days	If there is a justified need to expedite AG approval, approval can be obtained in a week or less.
Provide approved template to Grants	< 1 day	
Receive Grant Award	?	Determined by awarding agency
Grants send out Grant Agreements to recipients:	10 days	
Recipient returns signed grant agreement to Grants:	?	
Grants reviews and give to legal	2 days	
Legal-logs in, runs tax clearance and creates EDS sheet (may need info from IDHS Fiscal or the project manager):	5 days	
Legal Review--reviewing the document (checking the Secretary of State if needed):	5 days	
Fiscal signature:	2 days	Many times completed within a day, can take longer.
Agency signature:	3-4 days	
Legal delivers to IDOA:	1 day	
IDOA-Review and Approval:	3 days	
SBA-Review and Approval:	3 days	
AG Review and Approval:	0	(form approval already obtained)
IDOA-Scanning:	3 days	
Legal gets back Agreement and gives signed copy to Grants:	1 day	
In this table, when “days” is used (unless otherwise noted), it means business days. Therefore, when developing a project schedule based on this schedule, weekends need to be accounted for; otherwise the timeline will not be accurate. For example, If IDOA takes 3 days and SBA takes 3 days this is 6 business days but since it would have to include one weekend, it would be 8 calendar days.		

## **Department of Revenue and Department of Workforce Development Tax Clearance**

Indiana law prohibits any state agency from entering into a contract or sub-grant agreement with any entity that has an outstanding liability with either the Department of Revenue (DOR) or the Department of Workforce Development (DWD). Prior to a contract or sub-grant agreement being signed, IDHS verifies the entity is clear of all liabilities with DOR and DWD.

### **Department of Revenue**

If a designated contractor or grant recipient is designated as NOT CLEAR by the Indiana DOR, it is likely the contractor or grant recipient has a delinquent tax warrant. Before IDHS can continue to process this contract or grant agreement, the contractor or grant recipient must contact the Compliance Check Unit of the DOR at 317-232-5977 and resolve the delinquent tax liability. The individual calling the DOR needs to have the correct tax id number of the entity that has the delinquency. The auditor or fiscal officer for the contractor or grant recipient is typically the person who should initiate this contact with DOR.

Once the contractor or grant recipient resolves this issue, it may take a week or two for the tax warrant list to be updated.

### **Department of Workforce Development**

If a designated contractor or grant recipient is designated as NOT CLEAR by the Indiana DOR, it is likely the contractor or grant recipient has an unresolved employment issue. Notices of non-compliance always go to the financial contact at an employer, so the individual calling DWD regarding the issue should engage with their financial contact prior to making an inquiry.

Because of the sensitivity of the information, DWD is not permitted to share financial details about a particular employer with anyone but representatives of the employer. When contacting DWD, the caller must have the correct tax id number of the entity who has the problem. The following DWD employees may be contacted ONLY by the grantee or contractor:

Beverly Korobkin  
(317) 232-7487  
[bkorobkin@dwd.in.gov](mailto:bkorobkin@dwd.in.gov)

Cindy Kisenko  
(317) 233-5340  
[ckisenko@dwd.in.gov](mailto:ckisenko@dwd.in.gov)

Additionally, payments may be made online at <http://www.in.gov/dwd/3657.htm> or via USPS mail.

Once the contractor or grant recipient resolves this issue, it may take a week or two for the clearance to update in the system.